

Georgetown Charter Township

TITLE: Senior Center Office Clerk

GENERAL NATURE OF WORK:

This position is under the supervision and evaluation of the Senior Center Director. Duties include, but are not limited to the following: To assist the Senior Center Director managing the Senior Center, including scheduling and supervising events for senior citizens; perform complex clerical computer and record keeping work; to perform public contact and office work; and to perform related work as required.

TYPICAL DUTIES:

An employee in this class may be called upon to do any or all of the following duties. The examples listed do not include all tasks, which the employee may be expected to perform but are considered functions of this classification.

1. Act as a receptionist, make and receive telephone calls, answer questions, set up appointments and route calls to appropriate staff.
2. Give information to the public by telephone or in person. Explain procedures and activities to the public.
3. Schedule transportation and drivers.
4. Prepare monthly and quarterly transportation reports.
5. Bill transportation clients, record money transactions, handle deposits.
6. Make postings, reconciliation and balances of transportation and senior center records, which may require knowledge of bookkeeping procedures.
7. Prepare correspondence, records and reports.
8. Perform miscellaneous clerical work as required, such as the receipt and distribution of mail, the requisitioning of supplies and the operation of various office machines and equipment.
9. Perform related work as required.

REQUIRED KNOWLEDGE AND ABILITIES:

1. Reasonable knowledge of office practices and procedures.
2. Ability to type on a computer.
3. Ability to write legibly.
4. Ability to maintain clerical records and prepare accurate reports and tabulations from such records.
5. Ability to deal with the public tactfully and courteously.
6. Ability to work closely and have patience with individuals over 55 years and older.
7. Ability to understand and follow directions.
8. Ability to establish and maintain satisfactory working relationships with the public and other employees.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited high school.
2. Reasonable work experience in general office work, part of which involves typing.
3. Two years of experience working with the elderly population.

The above statements are intended to describe the general nature and level of work performed by employees assigned this classification. They are not to be constructed as an exhaustive list of all job duties performed by or assigned to personnel so classified.

WAGE AND OTHER INFORMATION:

This is a part-time position. Salary will be based on qualifications and experience. Duration of Position: This position is designated for no specific period of time and may be terminated or left unfilled at the discretion of the Board. The employee in this position may be terminated without cause or any prior notice.

I have read the above terms of employment and I agree with them.

Signature

Date